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**Council on Physical Disabilities (CPD)
By-Laws Committee Teleconference Meeting Minutes**

**Thursday, September 17, 2020
2:00 P.M. to 3:00 PM**

APPROVED October 15, 2020.

Action Items and Motion Items

A. Action Items

1. **Action Item:** DHS support staff will provide an updated copy of the draft CPD By-Laws to committee members for review via email.

B. Motion Items

1. **Motion Item:** Ben Barrett made a motion to approve the September By-Laws Committee Meeting agenda. Charles Vandenplas seconded the motion. Motion carried.
2. **Motion Item:** Charles Vandenplas made motion by to approve the August By-Laws Committee meeting minutes. Kathy Johnson seconded the motion. Motion carried.
3. **Motion Item:** Kathy Johnson made a motion to adjourn the meeting. Karen Secor seconded the motion. Motion carried.

C. Meeting Minutes

I. Welcome and Introductions: Jason Ostrowski, Chairperson

By-laws Committee members present: Karen Secor; Charles Vandenplas; Jason Ostrowski; Ben Barrett; Kathy Johnson; and Jackie Gordon.

By-laws Committee members absent: Not applicable.

DHS staff support present: Ashley Walker, Department of Health Services (DHS), Bureau of Aging and Disability Resources (BADR) and Laura Plummer, DHS, BADR.

II. Jason Ostrowski, Chairperson called the meeting to order at 2:03 P.M.

The meeting was available via phone at 1-844-708-2569 and Meeting ID: 969 1664 3762 and via [Zoom](#).



COUNCIL ON
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III. Review and Approve September By-Laws Committee Meeting Agenda

- Ben Barrett made a motion to approve the September By-Laws Committee Meeting agenda. Charles Vandenplas seconded the motion. Motion carried. See Motion Item 1.

IV. Review and Approve August By-Laws Committee Meeting Minutes

- Charles Vandenplas made motion by to approve the August By-Laws Committee meeting minutes. Kathy Johnson seconded the motion. Motion carried. See Motion Item 2.

V. Public Comment on the State Plan for People with Physical Disabilities 2019-2021 or Issues Affecting People with Physical Disabilities

- No public comment was received.

VI. Review Current Draft of By-Laws

- CPD By-laws Committee discussed a revision to Article I; cannot change to Council for Physical disabilities according to statutes (must be Council on physical disabilities). Language changed back to original draft language.
- By-Laws Committee reviewed and edited draft of CPD By-Laws that were last edited during the By-Laws Committee meeting on August 27, 2020.
- Article VII- Elections, Timeline:
 - First Paragraph edited to read: *At the first meeting of each fiscal year, the Council shall hold elections for the positions of Chairperson, Vice-Chairperson, and three Executive Committee members shall be staggered and conducted annually at the last scheduled meeting of the Council of the calendar year. In odd numbered calendar years, the Council will elect Executive Committee Members and in even numbered calendar years the Council will elect a Chairperson, Vice-Chairperson and Secretary.*



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- Second paragraph edited to read: *A nominating committee shall be appointed by the Chairperson of the Council to nominate candidates for each office. Members interested in running for office shall not accept appointment to the nominating committee. Additional nominations may be made from the floor by voting members. No absentee ballots or proxy votes shall be allowed. In circumstances where elections cannot be held in-person the Council will determine an alternative process that will be agreed upon prior to elections by the full council.*
- Additional paragraphs rearranged for more consistent language.
 - Article XI-Amendments, second paragraph edited to read: *Any proposed amendment should be sent to the Executive Committee for review, and then move onto a meeting of the full Council at which a quorum is present. An amendment may also be submitted in writing to the chair. The amendment will be presented to the council a minimum of 10 days before the full Council meeting via email.*
- DHS support staff will complete edits discussed and agreed upon by the CPD By-Laws Committee members during the September 17, 2020 meeting. DHS support staff will provide an updated draft of the CPD By-Laws to committee members for review via email. See Action Item 1.

VII. Adjourn

- Kathy Johnson made a motion to adjourn the meeting. Karen Secor seconded the motion. Motion carried.

The meeting adjourned at 3:00 P.M.